



International Bureau for Epilepsy

Role Description

Vice President, International Bureau for Epilepsy (IBE)

Introduction

This role description is intended to provide guidance only as to the type of activity, the duties, responsibilities and the level and range of authority of the position of Vice President of the IBE.

This role description should be read and understood in conjunction with the Constitution and Bye-Laws of the International Bureau for Epilepsy, which take precedence in all matters.

This role description should also be read and understood with reference to the document 'Legal obligations of members of the International Executive Committee', which outlines fiduciary duty.

The official language of IBE is English. The Vice President should have a sufficient command of spoken and written English in order to effectively discharge his/her duties and responsibilities.

The role of Vice President of IBE can be demanding of both time and energy. Predictably, carrying out the role will require travel on a worldwide basis.

- The Vice-President shall assist the President and serve as a member of the International Executive Committee, ensuring the organisation's plans and activities are implemented in accordance with IBE policy.
- The Vice President shall ensure that he/she works collaboratively with his/her colleagues on the International Executive Committee.
- In the case of temporary incapacity or absence of the President, the President shall nominate one of the Vice-Presidents to serve in his/her place. If, for whatever reason, the President is unable to nominate a Vice President, then the International Executive Committee shall nominate one of the Vice Presidents to serve in his or her place.
- The Vice President shall be an ex officio member of his/her respective Regional Executive Committee, providing a link between International and Regional levels of IBE.
- He/She shall be an ex-officio member of other IBE Commissions, Committees, Working Groups, Task Forces and other bodies established by IBE and as required by agreed terms of reference.
- He/She shall serve as required on other committees, working groups and representative bodies both within and outside of IBE.
- He/She shall otherwise represent the International Executive Committee and the members of IBE as required.
- In common with the other members of the International Executive Committee, the Vice President shall be a member of the Joint Executive Committees of IBE and ILAE.

- The Vice President shall undertake such other tasks and duties related to IBE's work as may be delegated to him/her by the International Executive Committee.
- He/She shall make reports to the International Executive Committee and the General Assembly of IBE members as required.

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